

ALT Fuels Colorado

Alternative Fuel Vehicle (AFV) Fueling Station Grant Program Request for Applications (RFA) - Round #3

Released Tuesday, June 2, 2015
Application must be submitted electronically by
Thursday, July 2 at 11:00 p.m. MST



COLORADO ENERGY OFFICE
1580 Logan Street, Suite 100
Denver, CO 80203

www.colorado.gov/energy/
Colorado Energy Office

www.RefuelColorado.com
Alternative Fuels Webpage - Colorado Energy Office

www.fhwa.dot.gov/environment/air_quality/cmaq/reference/alternative_fuel/
FHWA's Congestion Mitigation and Air Quality Program – Alternative Fuel Vehicle Projects

ALT Fuels Colorado

AFV Fueling Station Grant Program

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I. Overview

A. Alt Fuels Colorado Program Information

As part of the ALT Fuels Colorado program, the Colorado Energy Office (CEO) is requesting proposals for the construction of new, publicly accessible compressed natural gas (CNG) stations, and optional co-located electric charging and propane (liquid petroleum gas, or LPG) fueling stations, along major transportation corridors throughout Colorado. Funding allocations will go exclusively toward the purchase of station equipment for developing CNG stations with up to \$500,000, or 80% of the total equipment cost (whichever is lower), awarded to each successful application. Installation and other associated costs will not be covered by this grant. The installation of co-located electric vehicle supply equipment (EVSE) fast chargers and LPG stations may qualify for up to an additional \$50,000 (80% of equipment costs) in funding available for each fuel type with a potential maximum grant allocation of \$600,000 (CNG + EVSE + LPG) per station.

CEO has approximately \$2 million in available funding during this round. Funding rounds will be announced approximately every six months from 2014 to 2017 until all funds are distributed. All fueling station projects must be completed within 12 months of the execution of funding contracts. Proposals for multiple facilities are limited to three per funding round and must be submitted as separate applications for each individual location. Likewise, multiple applications from a single applicant should mention any economies of scale that will be achieved by pursuing multiple projects at once.

The ALT Fuels Colorado grant program will provide \$30 million over a 4 year period (2014 to 2017) through the Federal Highway Administration's Congestion Mitigation and Air Quality (CMAQ) program to advance Colorado's adoption of alternative fuel vehicles (AFVs). Under the CEO's stewardship, \$15 million of the CMAQ funds will be used to target investments in alternative fueling stations along major statewide transportation corridors with the goal of developing an intrastate system for AFV travel. The remaining \$15 million will be distributed by the Regional Air Quality Council (RAQC) under a separate application and awarded to successful applicants for the purchase of natural gas-, electric-, and propane-powered fleet vehicles within the State's air quality non-

attainment and maintenance areas. Collectively, these grants will provide funding to advance the adoption of alternative fuels in the transportation sector.

B. Federal Highway Administration:

Congestion Mitigation and Air Quality Improvement Program

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program is a federally-funded program of surface transportation improvements, presenting an opportunity to improve Colorado's air quality by expanding statewide markets for alternative fuels. Jointly administered by Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the CMAQ program was created in 1991 and reauthorized most recently in 2012 under MAP-21 (Moving Ahead for Progress in the 21st Century).

C. Program Goal and Benefits

The principal goal of the alternative fuel station funds is to create a statewide system of publicly accessible natural gas and alternative fuel vehicle fueling stations along major transportation corridors in Colorado and remove barriers to natural gas and other alternative fuel vehicle markets.

Anticipated long term program benefits include the following:

1. Reduction of NO_x and other criteria pollutants with increases in alternative fuel usage
2. Removal of barriers for NGV and alternative fuel vehicle adoption, moving toward a self-sustaining market after the 4-year period (2014 – 2017)
3. Reduction of consumer transportation fuel costs, leading to increased budgetary spending power
4. Increase in market demand and jobs for Colorado-produced natural gas.

Recipients will manage and expend Alt Fuels / CMAQ funds to maximize these benefits, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award to individual stations will be required to align with the program's core goal as stated above. The

CEO's evaluation will be based in part on how the proposal effectively achieves each of the goals.

Successful grantees will adhere to reporting requirements over the next four years and provide an analysis of the use of CMAQ funds. More information on these requirements can be seen in section IV – Awarded Applicant Reporting and Payment Procedures.

D. Administrative Information

Federal Highway Administration (FHWA) Requirements

Any published material shall acknowledge the financial participation of the Colorado Energy Office (CEO) as well as the Colorado Department of Transportation (CDOT) and/or FHWA. Any published material acknowledging the contribution of the FHWA shall include the federal disclaimer statement: "FUNDED BY THE FHWA". Published materials include any non-internal documents, reports, maps, photographs, computer software, or like materials that are intended to be viewed by those outside of the CEO and CDOT.

In accordance with the provisions of OMB Circular No. A-133: "Audits of States, Local Governments, and Nonprofit Organizations", all nonfederal entities including state and local government and non-profit organizations, receiving more than \$500,000 in CMAQ / Alt Fuels Colorado funds, shall comply with the audit requirements of 49 CFR 18.26. Compliance with 49 CFR 18.26 is required in the form of a program specific audit. This audit will examine the "financial" procedures and processes.

Station owners and installers must also be able to certify compliance with the Buy America Act, as evidenced by means of a signed letter from vendors and equipment suppliers.

Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the Applicant for confidentiality shall be submitted to the CEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the CEO. The Applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the

statutory basis for the request under Public (open) Records Act. (Section 24-72-201 et. seq., C.R.S.).

Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential. The CEO will make a written determination as to the apparent validity of any written request for confidentiality. In the event the CEO does not concur with the Applicant's request for confidentiality, the written determination will be sent to the Applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

Organizational Conflict of Interest- Requirements of this Application and Subsequent Contract

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract. Applicants should provide a brief written statement noting any conflict of interest within the "Organizational Conflict of Interest" section of the Grant Application Form.

No person or business entity who was engaged by the CEO to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The CEO considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the CEO determines that an Organizational Conflict of Interest exists, the CEO, at its discretion, may cancel the contract award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the CEO may terminate the contract for default. The provisions of this clause must be included in all subcontracts for

work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the CEO's rights.

RFA Response Material Ownership

The CEO has the right to retain Applicants' original applications and other RFA response materials for its files. As such, the CEO may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the Notice of Intent to Make an Award letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The CEO has the right to use any or all information/material presented in reply to the RFA, subject to limitations outlined in the section, Proprietary/Confidential Information. Applicant expressly agrees that the CEO may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

Doing Business in Colorado

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's Web site: <http://www.sos.state.co.us>. (Recommend going to the "FAQs" section, then opening the "Business Organizations" page and "General Information" section to review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by the CEO.

Binding Offer

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (**Attachment A**) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations and bind the applicant to the application. By submitting an application, the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices,

without exception, deletion, or qualification - and without making its offer contingent. The Applicant further agrees to cooperate with the CEO and expedite the contracting process upon notice of award. Applications that do not contain a completed Application Summary Sheet will not be considered for funding under the ALT Fuels Colorado program.

Model Contract with Supplemental Provisions

Except as modified, the **Model Contract (Appendix #1)** and the **State of Colorado Supplemental Federal Provisions** for federally funded contracts, grants, and purchase orders subject to the Federal Funding Accounting and Transparency Act of 2006 (**Appendix #2**), included in this RFA shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA. Likewise, the State of Colorado Supplemental Federal Provisions requires that awardees possess an active Data Universal Numbering System (DUNS) number before receiving any grant funds. The DUNS number must also be registered within the [System for Award Management \(SAM\) database](#). Applicants should include this information within the "Applicant Information" section of the Grant Application Form.

The Applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the Applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications.

Debarment and Suspension. By submitting a proposal in response to this RFA the Applicant certifies to the best of its knowledge and belief that it, its principals, and proposed subcontractors (if any):

Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

Have not within a three-year period preceding the Due Date of this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and

Have not within a three-year period preceding the Due Date of this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Applicant is unable to certify to any of the statements in this certification, it shall provide an explanation as an attachment to the proposal. This explanation is exempt from page limitations on the proposal, if any. The inability of the Applicant to provide the certification will not necessarily result in disqualification of the Applicant. The explanation will be considered in connection with the CEO's determination whether to select an Applicant.

Disclaimer. All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the CEO at the time of RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by the CEO.

Federal Employer Identification Number (FEIN). Applicant is required to provide their FEIN in their proposal. Additionally, vendors are required to submit their FEIN prior to contract, or purchase order issuance, or payment from the State of Colorado; and as directed by The State Office of the Controller. A W-9, Taxpayer Identification form provided by the State is required to be completed and submitted by the Vendor, shown in **Attachment B, Request for Taxpayer Identification Number and Certification (W-9).**

Incurred Costs. The CEO is not liable for any cost incurred by the Applicant prior to issuance of a legally executed contract, purchase order or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is finalized and signed by all concerned parties.

II. Response Format & Application Requirements

A. General Instructions

Official communication for this RFA will be published on the Colorado Energy Office website, www.colorado.gov/energy, including notices and modifications. General information will also be made available through the program's distribution list. Any further questions regarding the RFA should direct inquiries to the Colorado Energy Office's Transportation Program Manager, Wes Maurer, at wes.maurer@state.co.us, no later than **Sunday, June 14 at 11:00 PM (MST)**.

Applications, excluding any cover page, table of contents, pictures, maps, other required forms, and attachments, should not exceed twenty (20) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and black text. Furthermore, the formal page count does not include the Applicant Information, Proposal Summary, and General Instructions sections of the application form. The official application document may be found on the Colorado Energy Office website under ALT Fuels Colorado > Round 3 by following the "Transportation" tab from the homepage. No hard copy applications will be accepted. Digital applications in both Microsoft Word and PDF format must be sent to Wes Maurer at Wes.Maurer@state.co.us.

All attachments should be included in ONE (1) document containing an index which denotes the appropriate title and page number of each item. Likewise, any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the application (See Proprietary/Confidential Information section of the RFA for additional information).

B. Criteria for Evaluation

All applications will be reviewed by a Scoring Committee comprising the CEO staff, representatives from the Regional Air Quality Council (RAQC) and other members offering technical evaluations as necessary. Applicants will be notified when and if additional information or documentation is required. All information required to complete the application for funding is provided herein. Any additional information

pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process.

When evaluating projects for funding, the Scoring Committee will consider the following criteria. The overall quality of the application, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

Category	Points
Project Abstract & Narrative	5
Station Location	20
Station Design	20
Project Communication	15
Budget + Budget Narrative	20
Staff Experience, Qualifications and Facilities Requirements	15
Project Schedule	5
TOTAL	100

Applicants must include the following information about the proposed project:

1. Project Abstract (<1 Page)

Provide a brief description of the station project for which funding is being requested, and clearly state the anticipated benefits and how the project will help meet the program goals including the potential for a well designed, well run, and strategically located station. The abstract should be no more than 200 words. Please DO NOT include any proprietary information.

2. Project Narrative (4 Pages)

Provide a project background and narrative that demonstrates, with specificity, a thorough explanation of how the project will contribute to the program goals. Describe the project's relationship with the objectives of local governments, fleets, and utility companies as it relates to expanded CNG and other alternative fuels infrastructure.

3. Station Location (1 Page)

Describe the location of the installation including the address, a labeled site plan, and an aerial photo of the station location. Stations must be strategically located along

major transportation corridors in Colorado. This takes into consideration the degree to which proposed stations further complete statewide fueling corridors with stations at appropriate intervals from existing facilities along major highways. Likewise, stations must be located within proximity to a quantity of fleet customers that offers consistent patronage and sufficient economic support to maintain the viability of the installation.

4. Station Design (8 Pages)

Provide a detailed description of the proposed station including, but not limited to, the following elements. Additional information detailing exemplary station performance and operation is welcome. All materials indicated as “Required Documentation” should be included as an attachment and will not be counted toward the maximum page limit.

- **Technical Merits** - Explanation of why the applied technology is appropriate for the location's alternative fuels market. Describe the project including the type and capacity of the fueling equipment. Provide information on how this fits into the station's anticipated energy budget or larger related efforts. Explain the technical merits of the project including the suitability of the proposed technology and equipment for the application and certified compliance with all state and federal guidelines, NFPA 52 (the principle guiding document for CNG station development), and other industry standards and best management practices. Measures taken to reduce the electrical demand and operation cost should also be clearly stated. To this end, installation of redundant compressor units is strongly encouraged.
- **Access to Property** – Proof of access to property must be shown by evidence of property ownership, a lease, or a letter from the property owner indicating permission or commitment to good faith negotiations.
 - **Required Documentation:** If adding to an existing station, documentation of contact and/or approval with the station owner is required.
- **Access to Sufficient Inlet Pressure** - Although no certification of minimum is required, additional justification will be required if expected inlet pressure is

less than 20 psi. Desired projects will demonstrate sufficient inlet pressure that is practical to the consumer market and that makes economic sense.

- **Required Documentation:** Utility confirmation (preferred) and/or self certification
- **Station Maintenance Plan:** The applicant should provide CEO with a written plan for fueling station maintenance. This plan shall include a description of available technical resources, qualifications of personnel who will assist during maintenance events, expected response times, and any specific, foreseen challenges/barriers to maintenance.
- **General Consumer Friendliness** - The proposed station must be adequately designed to maximize service to the public. A description of the station's ease of use must be included in the application. Awarded projects must provide 24/7, uninterrupted access to public vehicles as evidenced by an attached site plan. Furthermore, proper ingress and egress for fleet vehicles to access station, relative to the property as well as the surrounding road network, must be determined and adequately demonstrated within the station application. Access for all vehicle classes, including class 8, is strongly preferred. Proposals that do not include class 8 access should provide clear business justification for doing so.

Anticipated consumer experience including ease and speed of fueling should also be discussed within this category. Likewise, payment received from at least two major credit cards is required with additional points awarded for fleet cards (including State of Colorado) and other fuel cards. Applications should clearly list all intended payment types within this section.

- **Required Documentation:** Facility specs / self certification
- **Refueling Capability** – The proposed station's flow rate must be appropriate for the target market with a quantifiable output of gasoline gallon equivalents (GGEs) and cubic feet dispersed per minute and hour. This goal must match the capacity of proposed equipment.
 - **Required Documentation:** Equipment specs (preferred) and/or self certification

- **Air Quality** – Competitive applications must ensure that the proposed station employs exemplary emission controls. This includes measurable merits related to criteria pollutants and greenhouse gas reduction from the project as interpreted from gasoline gallon equivalents (GGEs) of fuel sold and assurance that the station and its interconnections deploy technologies to minimize system leakages to the utmost potential, maximizing the quantifiable displacement of criteria pollutants and adhering to current best management practices.
 - **Required Documentation:** Equipment specs, industry certification, and/or self certification
- **Signage** – Clearly visible signage from roadway, including CNG availability and prices, must be posted at all awarded station locations. Extra consideration will be given to proposals including visible signage along nearby major transportation corridors.
- **Other Benefits** – Other benefits may include the quantity and quality of jobs created by the project, if applicable, and / or other benefits to the local community or Colorado citizens

5. Project Communication (1 Page + Attachments)

Applicants are asked to submit a summary table of fleet commitments for the proposed station that denotes the agency / business name, sector (public, private, or non-profit), type of fuel commitment (fuel contract, letter of commitment, letter of intent / support, or Memorandum of Understanding), and number of GGEs committed over a 5 year time frame (per calendar year). Furthermore, utility line pressure (in PSI) and any required modifications or extensions to utility line during station construction should be clearly stated along with any other significant stakeholder engagement working to ensure successful station development and operation.

For Inclusion as Attachments:

Fleet Commitments – Priority will be given to applications containing proof of contractual negotiations to purchase fuel followed by letters of intent/commitment, support, or a Memorandum of Understanding (MOU). Applicants must include a list of intended customers and corresponding anticipated monthly fuel sales volumes, as evidenced by fleet commitments, and number of vehicles per fleet.

Consultation with Utility – Applicants are required to consult with local natural gas and electric utility providers regarding technical aspects of services to the proposed station location.

- **Required Documentation:** The Scoring Committee will take into account applications providing letters of project approval from the utility company serving the proposed station location, followed by documented evidence of communication with the utility company and/or certified local utility specifications including inlet pressure and demand capacity.

Communication with Local Government - Applications must provide, at minimum, one reference of local government support. Letters from officials should describe the relationship of the proposed station to government fleet support (if applicable) and local economic, environmental, and/or social benefits. In the case of applications made by local governments acting as station operators, documented evidence of interagency support is encouraged.

Other Engagement – Applicants are encouraged to provide documented engagement with station developers and owners, petroleum marketers, technical consultants, and other entities involved in ensuring successful station development and operation.

6. Budget & Budget Narrative (2 Pages)

A clearly articulated business case must be presented as a pro forma including all station costs; anticipated retail pricing of fuel costs; projected fuel sales volumes in years 1 through 5 with adequate justification, including fleet commitments, given for all estimates; and the potential to expand the station based upon consumer adoption that exceeds the station's initially expected capacity. Applicants must provide an itemized spreadsheet of all project costs including a detailed itemized budget for the Alt Fuels Colorado grant request which details how the potential funding will be used for this project. Include any other funding sources that will be used for this project and indicate any plans to attract additional funding.

Furthermore, applicants must provide a budget narrative that describes how the budget costs are determined and how they relate to the project. Indicate any other funding sources that will be used for this project and describe any plans to attract

additional funding. Likewise, list all project-specific grant funds received to date, whether from public or private sources, including all applications for funding pending with other entities. If funding is not yet secured or awarded from any source, please indicate that clearly.

Eighty percent of funding for CNG fueling equipment, up to \$500,000, will be offered to successful applicants. Conversely, a 20% match in non-federal funding (direct or indirect) is required with a documentation of the funding source and its origin. Higher project matches and/or the utilization of other incentives such as tax credits are preferred. Station owners and installers must also be able to certify compliance with the Buy America Act, as evidenced by means of a signed letter from vendors and equipment suppliers.

7. Staff Experience, Qualifications and Facilities Requirements (2 Pages)

Describe the project staff responsibilities and qualifications. This should include the specific roles and responsibilities of each individual staff member and development team and consist of a brief summary of qualifications and previous accomplishments for similar projects for project manager(s). Prior alternative fuels station development experience (i.e. number of years, number of stations developed, duties, locations, etc.) should be clearly indicated. This may include, but is not limited to, references from customers (particularly local or state governments), locations and descriptions of other active stations, safety and reliability records, and other unique qualifications. This should be added to the application as an attached document. In the case of joint ventures, relevant prior work experience between involved entities is preferred.

Describe the internal resources available by project team or partners, including facilities, manufacturing capabilities, major equipment and other technical aspects, permits, and administrative resources that will be required for the project. Likewise, applicants must identify any subcontractors that will be used to complete the work including: **a)** What role will they play?; and **b)** How was this subcontractor identified?

- **Required Documentation:** Roles and responsibilities for key team members (including all subcontractors) and reference information from past projects

8. Project Schedule (2 Pages)

A project schedule and list of project tasks that must be finished prior to project completion must be submitted. These tasks will directly feed into the milestone progress and will be included in the contract. Tasks should identify a reasonable and timely plan for contracting, permitting, construction, and opening; core areas of work; lead individual and/or agency; and the amount of time to complete. A chart (Gantt or similar) should be used to describe timeframes for the project's tasks including length of time required prior to operation, feasibility of the stated timeline, demonstrated experience building stations quickly, and a detailed task plan.

Scheduled milestones shall include the project's start and end dates. Furthermore, issues or conditions that still need to be resolved before the project can begin and what barriers might be foreseeable shall be clearly stated. The milestones should reflect major events in the life of the project and should help determine progress to success. These milestones should be included on the timeframe chart, marked accordingly with the tasks.

C. Pre-Bid Meeting

A pre-bid meeting will be held on **Tuesday, June 9 at 2:00 PM (MST)** at the Colorado Energy Office (CEO) headquarters located at 1580 Logan Street, Suite 100, Denver, CO 80203. During the meeting, CEO staff will conduct a walk-through of the RFA document. Applicants will have the opportunity to ask questions about the program and application process. Applicants are also encouraged to submit questions in writing by Sunday, June 14. The CEO will respond to all questions publicly via an FAQ on its website, www.colorado.gov/energy, by Wednesday, June 17.

D. Application Submission

Applications must be received by 11:00 PM (MST) on Thursday, July 2, 2015. The CEO is not responsible for technical or transmittal issues when submitting a grant application. All applications with a CEO inbox timestamp of 11:01 PM or after will automatically be disqualified from the current funding round with no exceptions. Any Awardee in

possession of a pending Grant Agreement though the ALT Fuels Colorado program will be ineligible, under all circumstances, to receive additional award(s) during subsequent funding rounds until an agreement with the State is reached for all outstanding awards possessed by the Awardee.

Only electronic applications will be accepted. Hard copy applications will not be accepted. Please e-mail your application to **wes.maurer@state.co.us**. Subject: "**ALT Fuels Colorado Station Application – Organization / Company Name.**" The CEO requests that all materials be included as attachments to one email, however if your documents are too large to send in one email, you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently.

Applicants will receive an e-mail response notification of the receipt of their application within two business days upon submission.

E. Decisions

Additional information may be requested from applicants by the CEO prior to final award determination.

The CEO is under no obligation to fund any proposal and reserves the right to deny proposals for any reason.

Funding is limited. Applications meeting all of the program's general policy guidelines may not necessarily receive an award.

The CEO reserves the right to delay any decision due to budgetary constraints.

The CEO reserves the right to vary from the evaluation criteria listed within this document during the bid solicitation period as necessary or appropriate based on guidelines given by Federal Highway Administration and/or Colorado Department of Transportation. Any modifications to evaluation criteria will be posted to the CEO's website. It is the responsibility of the applicant to check for these changes.

The Notices of Intent to Award are anticipated to be made in August, 2015, and applicants will be notified of the Scoring Committee's determinations via email. Awardees are expected to sign and return the contract agreement to the CEO within 4

weeks of receiving the document unless otherwise noted in writing by the CEO Transportation Program Manager.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications and overall program goals. Applications not receiving funding may be resubmitted with changes in later rounds. Changes unapproved by the CEO to an awarded applicant's scope of work after CMAQ funds are awarded will not be allowed and may result in the nullification of the award.

III. Awarded Applicant Reporting and Payment Procedures

A. Project Impacts and Reporting

All funding awards are conditioned upon veracity of information provided within the application and will require accountability and reporting by the Grantee. Such written analysis will be in accordance with the procedures developed and prescribed by the CEO. State staff will also conduct periodic station checks after installation to ensure compliance with the station Contract agreement. The following reporting requirements will be included in the CEO's Contract with the Awarded Applicant (Grantee).

Pre-Construction / Construction Phase Reporting

Grantee will submit, on a monthly basis, a written progress report of construction activities under this Grant up to the point of opening sales to the public. The preparation of reports in a timely manner will be the responsibility of Grantee and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

The report will refer to the status of work to be performed pursuant to this Grant and will include a description of the deliverables and tasks completed during the reporting period. The report will include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report will indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the

report must include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which will be subject to review and approval by the CEO prior to implementation.

The Monthly Progress Report must contain appropriate, itemized invoices and a financial status report summarizing expenditures for CMAQ funds and non-CMAQ cost-shares. Expenditures must be shown for each line item on a month-by-month basis. CMAQ funds will be disbursed upon receipt of invoices by the Grantee. Ten percent of the total equipment cost will be withheld by the CEO until completion of the project.

Projects located at existing facilities must provide, at minimum, one year of recent electric and natural gas (if applicable) billing records indicating monthly unit consumption and peak energy demand charges PRIOR to station construction and the beginning of NGV service. This will provide a baseline from which to determine energy consumption and demand of the newly completed station. Furthermore, station owners will be required to submit all utility billing statements during each reporting period for electricity and natural gas beginning at the construction phase and ending with the last billing cycle for December, 2017. Any significant activities or station additions resulting in additional energy demand and occurring between 2014 and 2017 must also be noted along with anticipated demand increases.

Grantee will produce and submit to the CEO Transportation Program Manager a project completion report that provides a technical account of the total work performed, and contains a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology implementation of the project and shall include a financial status summary outlining expenditures for CMAQ funds and non-CMAQ cost-shares.

Compliance with all local building and operational codes, as demonstrated by a signed letter from the local Authority Having Jurisdiction (AHJ) is required. Non-compliance will result in the nullification of the Award and repayment of any CMAQ funds utilized by the Grantee.

Grantee will also agree to a minimum five year, uninterrupted (barring unavoidable circumstances) station operation commitment beginning at the station's initial public opening. Any discontinuation of service before this time may result in the transfer of ownership and station equipment by the CEO to an alternative location and operator with no guarantee of reimbursement. In such a case, the CEO will work with the station owner to reallocate the station equipment to an alternative location to continue operation and service to the public.

Grantee is required to obtain a performance bond prior to the station construction phase that explicitly secures, the work of all subcontracting parties in the event that project terms and conditions are not fulfilled. Failure to do so will result in nullification of the award. Furthermore, the Grantee equipment cost match must be paid in full prior to the utilization of any funds offered within the grant award.

Semiannual Reporting for Station Service

Required reports will be submitted to the CEO in draft form no later than the end of each six month period following the beginning of station service and sales, or as otherwise specified, with the final document due within two weeks thereafter. This information will be used to benchmark station and program effectiveness and to inform the public of project results via various strategies including press releases, case studies and on the CEO website. Semi-annual reporting will also be required up to 2017 as an opportunity to document achievements through the project's work. Reporting criteria will include, but may not be limited to, the following:

- a. A summary of quantifiable metrics. This will include monthly natural gas fuel sales, average monthly fuel prices, number and type of jobs created; number of individuals trained in station operation, safety and management; and additional expenses such as replacement of equipment, etc. Station owners may also report other metrics that they deem relevant to the project.
- b. Project summary narrative: This should summarize the project achievements in no more than two paragraphs. Include, at minimum, the needs that the project

addressed, what the goals were, whether or not those goals were achieved, and what audience the project served.

- c. Project constituent testimonials/quotes: This should include press release worthy statements of the project's importance from participants and managers. For example, a funded station may include a statement from the station owner, a fleet manager, customers, etc.
- d. Before and after photos. The project should allow for photos to communicate the work. Please include electronic files with the report immediately following the construction phase. If possible, try to get people in the photos – especially users of the funded equipment.
- e. A summary of any communications to AND from the public associated with the station project. For example, this could include press releases, advertising, or newsletters.

At any time, the CEO may determine that additional application or reporting information is required and reserves the right to amend grant conditions without penalty.

B. Payments

The following payment procedures will be included in the CEO's contract with the Awarded Applicant (Grantee):

Billing Procedures

Payments must be made in accordance with the provisions set forth in the Grant. The State will pay Grantee the reasonable, allocable, and allowable costs for equipment installed based on satisfactory monthly progress and required documentation of the work defined in the Grant, as determined by CEO. The Grantee will be compensated only for equipment installed by the Grantee and accepted by the CEO pursuant to the terms of the Grant. Payment will also be contingent upon the CEO's timely receipt and acceptance of the required reports described herein. The Grantee will be reimbursed

based on the submission of a Request for Payment and a Financial Status Report form provided by the CEO providing a detailed account of the amount of costs, including receipts/invoices, incurred relating to line items per the project budget. The Grantee is required to pay the agreed upon equipment match before any grant funds from the AFV Fueling Station grant program are utilized. The CEO will withhold payment of the final ten percent (10%) of the total amount until the Grantee has submitted, and the CEO has accepted, all required narrative and financial progress reports enumerated in the Grant.

For more information regarding applications, please contact:

Wes Maurer, Transportation Program Manager

Colorado Energy Office

1580 Logan Street, Suite 100

Denver, CO 80203

(303)866-2064

Wes.Maurer@state.co.us